Model Letter: Including Work in Course Management System

[Insert: Today's Date and Your Address and Contact Information]

Name and Address of Addressee

Dear _____:

I am requesting permission to reprint [a portion of] the following work:

[Add here full citation information about the work, including author, title, publisher, date of publication, exact pages you are requesting, and any other identifying information; include similar information about a book, motion picture, photograph, music, or any other type of work you might want to use.]

This request is for permission to include the above content on my university's course management system, known as "CourseWorks" here at Columbia [or name the alternative system, such as Blackboard, Moodle, or Angel]. The materials are currently hosted on a university server, and they are accessible only to registered students with password access to the system.

I believe that you/your company, _____, are/is currently the holder of the copyright, because the original work states that copyright is held in your name/the name of the publisher, and my research indicates that _____ [additional reason you think this person/company owns the copyright]. If you do not currently hold the rights, please provide me with any information that can help me contact the proper rightsholder. Otherwise, your permission confirms that you hold the right to grant this permission.

This request is for a non-exclusive, irrevocable, and royalty-free permission, and it is not intended to interfere with other uses of the same work by you. I hope that you will support our educational programs by granting this permission. I would be pleased to include a full citation to the work and other acknowledgement as you might request.

I would greatly appreciate your permission. If you require any additional information, do not hesitate to contact me at the address and number above.

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the letter where indicated below and return one copy in the enclosed return envelope.

Sincerely,

_____

Permission is hereby granted:

Signature: _____
Name & Title: _____

Company/Affiliation: _____
Date: _____